

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Guayaquil	2. Agency DOS OBO	3a. Position Number 311802 OBO004
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☒ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	Shipment Assistant, FSN-905	FSN-7		09/08/2015
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Administrative Assistant and Shipping Clerk	7. Name of Employee
8. Office / Section Overseas Building Operations (OBO)	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position DAVID SKOV _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION

Responsible to facilitate the importation, free entry, customs clearance, release and delivery of OBO and Contractor air and sea official shipments to post in support of \$25 million dollar construction project. Operates motor vehicles in accordance with Consulate policy to transport Consulate personnel, official visitors, cargo, or documents within the city and surrounding area. Maintains vehicle in clean and serviceable condition and purchases fuel for all project vehicles. Completes daily vehicle logs and accounts for all gas expended. Overtime and weekend work will be required.

14. MAJOR DUTIES AND RESPONSIBILITIES

Act as the primary working contact with the Consulate, shipping lines, contractors, brokers, forwarders, consolidators, airlines, and others to ensure prompt and expeditious release of incoming air and surface official and personal shipments to prevent, if not eliminate storage demurrage and detention charges. Liaises and facilitates duty-free Customs clearance of incoming and outgoing shipments. After notification on shipment is received, tracks incoming shipment from place of its departure until arrival in Guayaquil. Responsible for registration and/or deregistration, inspection, licensing and insurance coverage of private and U.S. Government property. Serves as OBO point-of-contact for the shipment, packing, storage, local transfer, etc. of private and U.S. Government property. May review shipment, packing, and local transfer company bills and complaints concerning them and makes recommendations on these matters to the OBO Admin Assistant. (25%)

Advises and assists the OBO office regarding the status of OBO contractor shipments, entitlements, accreditation and Customs procedures and requirements. Develops and maintains contacts with working level personnel of shipping, packing, and transfer companies, and of host country Customs, immigration, border and other government offices to facilitate shipment, Customs clearance, expediting services and related matters, and keeps abreast of host government rules and procedures on related matters. Keeps records, prepares necessary paperwork and other documentation and correspondence as necessary on various aspects of Customs, shipping and expediting matters. (25%)

Liaises with Post to expedite the issuance of a Certificate of Tax Exemption for Official cargos, guaranty and authorization letters, customs and shipping line forms, and other required documents for tax and duty free importation for OBO and Contactor. (10%)

Operates a passenger vehicle in accordance with Consulate Guayaquil policy transporting OBO personnel and /or official visitors within the city and on official travel throughout the country. Maintains assigned vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature, advising supervisor of problems, which require more technical maintenance or repair. Maintains daily vehicle records for the vehicles and submits receipts for reimbursement from maintenance when on official travels outside of town. Meets incoming and accompanies outgoing USG personnel and official visitors at the airport when necessary to facilitate and expedite Customs clearances, passport controls and check-in/out process. (30%)

Provides administrative support and other duties as required OBO when necessary and in the absence of the OBO Administrative Assistant. (10%)

15. REQUIRED QUALIFICATIONS

EDUCATION:

College studies - in Business Administration, Office Management, International Trade or accounting is required.

PRIOR WORK EXPERIENCE:

3 years' experience in office management, business administration or in the shipping & logistics field,

POST ENTRY TRAINING:

Defensive driving; various proprietary USG software applications such as Integrated Logistics Management System and Global Employee Management applications.

LANGUAGE PROFICIENCY:

Level III (fluent) speaking/reading/writing English is required.

Level IV (fluent) speaking/reading/writing Spanish is required.

KNOWLEDGE:

Must have basic knowledge of how organizations function, specifically how businesses are administered or offices are managed. Must have good working knowledge of the road system and traffic patterns in Guayaquil.

SKILLS AND ABILITIES:

Must be fluent, proficient user of the full suite of Microsoft Office software applications in English. Must have excellent interpersonal communication skills and be capable of professional level oral and written communications in Spanish. Must be able to draft business quality written communications in English. Must have a pleasant personality and possess a current, valid driver's license.

16. POSITION ELEMENTS



SUPERVISION RECEIVED: Receives daily supervision from Administrative Assistant and supervision as needed from OBO Project Director.

AVAILABLE GUIDELINES: ILMS and GEMS on-line tutorials. OBO Construction Management Guidelines. FSI On-line courses such as Cyber-Security Awareness, etc.

EXERCISE OF JUDGMENT: Exercising judgment required in prioritizing daily, weekly, monthly workloads and periodic tasks, examples of which are respectively - maintenance of hard copy files and shipment logs of materials imported duty-free; scheduling transport to and from the airport of OBO visitors; facilitating the processing of shipping documents for contractor and liaising with Post on shipments of Government furnished equipment; initiating procurement request for the OBO office. Draft monthly reports.

AUTHORITY TO MAKE COMMITMENTS: None

NATURE, LEVEL, AND PURPOSE OF CONTACTS: Contacts with mid-level, working-level internal clients in GSO, HR, Facilities on administrative issues. Contacts with mid-level, working-level external clients such as the construction contractor, host government officials at the MFA and Customs offices for shipping. Contacts with mid-to upper level OBO visitors.

SUPERVISION EXERCISED: None

TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES AFTER ENTRY IN TO THE POSITION: Two months